



## **Public Posting Policy**

1. The Baker Free Library provides limited, designated space for community flyers, notices and posters in the vestibule of the library entrance. Three bulletin boards are on view to the right of the vestibule bathroom: one for Library postings (far left); one for Bow community/non-profit organization postings (center); and one for postings from non-profit organizations in other communities (far right). Posting of such materials on the Bow community and Other community bulletin boards by the Library does not indicate endorsement of the ideas, issues or events promoted by these materials.
2. All materials must be submitted to Library staff for posting. All bulletin board materials must be initialed and dated by the Library director or his/her staff designee before posting. Materials that have not been submitted to library staff will be promptly removed.
3. Space is given on a first-come/first-served basis. Because community bulletin board space is limited, items will be posted for a maximum of two weeks. Postings for an undated event or series of events will be posted only if space is available after all dated items are posted.
4. Materials larger than 8 ½ x 11” will be posted only if space is available, and they may be removed early if space is needed.
5. The Library assumes no responsibility for the preservation or protection of materials posted or submitted for posting.
6. Commercial advertisements/promotions, events or materials for businesses, for-profit organizations, or individuals will not be permitted. An exception to this rule is an event that a business is sponsoring for a non-profit organization or is co-sponsoring with a non-profit organization.

Approved by the Baker Free Library Board of Trustees on September 14, 2011; revised 4/11/2012; reviewed 3/13/2019.